

Name (Last, First, MI)	Job Classification	Employee Number	Claiming Unit	Department	Time Survey Dates	<input type="checkbox"/> SPMP
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NATIVE AMERICAN TRIBAL PROGRAM ACTIVITY WRITTEN SAMPLES

Code 4 Initial Medi-Cal Outreach: Time spent performing initial activities that inform eligible or potentially eligible individuals about Medi-Cal programs and services and how to access them. Initial activities would include bringing in potential eligible individuals into the Medi-Cal system for the purpose of determining eligibility and initially arranging for the provision of Medi-Cal services. Activities may include but are not limited to: Providing initial information about Medi-Cal covered services and how to access, use and maintain participation in Medi-Cal. Providing initial referral assistance where Medi-Cal services are provided.

Code 6 Facilitating Medi-Cal Eligibility Determination (Eligibility Intake): Time spent explaining the Medi-Cal eligibility rules and process, assisting applicants complete the Medi-Cal Eligibility application and gathering related information, including eligibility determination or re-determination as a prelude to submitting a formal Medi-Cal application. This activity does not include the eligibility determination itself. Activities may include but are not limited to: Verifying an individual's current Medi-Cal status, staff traveling to assist in gathering required documents for eligibility determination, or to assist the client in applying in person if required by the State or local jurisdiction, providing necessary forms and packaging forms in preparation for the Medi-Cal eligibility determination.

Code 8 Ongoing Referral, Coordination & Monitoring of Medi-Cal Services: Time spent making ongoing referrals for coordinating and/or monitoring the delivery of **Medi-Cal-covered services** after an initial referral is made. Activities may include but are not limited to: Making referrals for and/coordinating medical or physical examinations and necessary medical/mental health evaluations. Referring individuals for necessary medical or mental health, or substance abuse services and gathering any information that may be required in advance of referrals. Providing follow-up contact to ensure the individual received the prescribed medical/mental health services.

Code 10 Arranging Transportation for Medi-Cal Services: Time spent arranging transportation to **Medi-Cal-covered services**. Activities may include, but are not limited to: Assisting individuals or families to secure transportation to medical appointments for the delivery of medical services covered by Medi-Cal.

Code 12 Providing Transportation for Medi-Cal Services: Time spent providing or accompanying individuals with transportation to **Medi-Cal-covered services**. Activity may include but is not limited to providing non-emergency, non-medical transportation to a medical appointment for the delivery of medical services, or accompanying a client as an attendant to medical services, if necessary pursuant to 42 CFR 440.170. Attendant may not be a family member.

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Code 14 Translation Related to Medi-Cal Services: Time spent on translation (not included and paid for as part of a medical assistance service), to assist the individual to access and understand necessary care or treatment for **Medi-Cal-covered services**. Translation must be provided by separate units or separate employees performing translation functions. Activity may include but is not limited to arranging for or providing translation services (oral and signing) that assist the individual to access and understand necessary care or treatment for medical services covered by Medi-Cal.

Code 16 Program Planning and Policy Development and Interagency Coordination Related to Medi-Cal Services(PPPD): Time spent on collaborative activities with other agencies developing strategies to improve coordination and delivery of **Medi-Cal-covered services** by contractor employees or subcontractors whose tasks officially involve PPPD. This activity's tasks must be specifically identified in the employee's duty statement. Activity may include but is not limited to developing strategies to assess or increase the capacity of or monitoring the delivery of medical/dental/mental health/chemical dependency counseling. Analyzing Medi-Cal area data related to a specific program, population or geographic areas.

Code 18 SPMP PPPD Related to Medi-Cal Services: Time spent by expert staff classified as "skilled professional medical personnel (SPMP) when necessary to develop and/or administer **Medi-Cal-covered services** that are not medically sound and administratively efficient. This code is applicable only if professional knowledge is needed to shape the medical aspects of the program. SPMP activities may include but are not limited to: Acting as liaison on medical aspects of the program planning with providers of services and other agencies that provide medical care. Provide technical assistance on practitioner protocols, including the development of uniform policy and procedures on the care and treatment of Medi-Cal clients in Tribal health facilities.

Code 19 Medi-Cal Administrative Activities (MAA) Training: Time spent giving or receiving training on MAA and/or how to document relevant activities through the time survey process. Activity may include but is not limited to: General training on MAA and/or conducting MAA time surveys and training activities. Attending training sessions, meetings, and conferences involving MAA.

Code 20 Medi-Cal Administrative Activities (MAA) Coordination and Claims Administration: Time spent by Tribal MAA coordinators and claims administrative staff when performing activities directly related to MAA claims administration and coordination. Activities must be detailed in the claiming plan. Activity may include but is not limited to drafting, revising and submitting MAA claiming plans, monitoring subcontractor capacity and availability, ensuring compliance with the terms of the contract. Ensuring MAA claims do not duplicate Medi-Cal claims for the same activities from other programs and managed care plans.

Code 21 General Administration & Paid Time Off: Time spent on activities that cannot be directly assigned to other program activities. This activity is used by all staff involved in MAA to record usage of paid leave, including vacation, sick leave, holiday time and any other employee time off that is paid. Activity may include but is not limited to: Attend or conduct general, non-medical staff meetings, develop and monitor program budget, present or participate in in-service orientations and programs, review departmental or unit procedures and rules.